



National
Aeronautics and
Space
Administration

Letter of Delegation for the Administration of Grants and Cooperative Agreements

1. GRANT/AGREEMENT

2. DATE SENT

3. TO:	4. FROM:
5. RECIPIENT OF AWARD:	
6. AWARD DATE	
7. COMPLETION DATE	
8. TITLE OF PROJECT:	
9. FACE VALUE	

10. Agency is hereby authorized to act as the NASA representative in the administration of this Grant or Cooperative Agreement, in accordance with §§ 1260.70 and 1260.77 of the NASA Grant and Cooperative Agreement Handbook, for the following functions, as checked. Agency will provide NASA Grant Officer with copies of all significant communications relating to the administration of this agreement.

CHECK	DELEGATED FUNCTIONS
✓	Perform Property Administration and Plant Clearance Obtain annual reports Obtain and review final inventory reports Perform required screening and disposition of property Forward DD 1593 to NASA
✓	Other Administration Duties assigned Maintain surveillance of recipient's procurement and financial management systems Monitor the submission of required reports Perform property system reviews Perform purchase system reviews Rate verification of current Indirect Cost Rates Audit resolution of A-133 findings Indirect Cost Rate negotiation at designated institutions Review and approval of CAS disclosure statements Process and execute novation and change of name agreements Notify NASA that all delegated activities have been completed
	Quality Assurance, Engineering Support, Safety Engineering
	For Classified Agreements, Administer the Applicable Security Requirements
	As confirmed with the Agency, perform the following administrative functions:

11. ENCLOSURES: ____ Award Document ____ Budget			
12. NASA INDUSTRIAL PROPERTY OFFICER	13. PHONE NO.	14. E-MAIL ADDRESS	15. MAIL CODE
16. NASA FINANCIAL MANAGEMENT OFFICE	17. PHONE NO.	18. E-MAIL ADDRESS	19. MAIL CODE
20. NASA CENTER OF AEROSPACE INFORMATION	21. PHONE NO.	22. E-MAIL ADDRESS	23. MAIL CODE
24. NASA TECHNICAL OFFICER	25. PHONE NO.	26. E-MAIL ADDRESS	27. MAIL CODE
28. NASA GRANT OFFICER	29. PHONE NO.	30. E-MAIL ADDRESS	31. MAIL CODE

Acknowledgment of acceptance of this delegation will be provided electronically to the NASA Grant Officer in a monthly "Report of Accepted Delegations."